

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

S000083

2. Reason for Submission

☐ Redescription
☐ Reestablishment

☐ New
☒ Other

3. Service

☐ Hdqtrs ☒ Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation (Show any positions replaced)

Standard Position Description

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Financial Statements Required

☐ Executive Personnel
☐ Financial Disclosure

☐ Employment and
☐ Financial Interest

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify in Remarks)
☐ SES (Gen.) ☐ SES (CR)

11. Position Is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☒ 1--Non-Sensitive
☐ 2--Noncritical Sensitive
☐ 3--Critical
☐ 4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

d. First Level Review

Office Automation Clerk

GS

326

4

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

U. S. Department of the Interior

c. Third Subdivision

a. First Subdivision

U. S. Fish and Wildlife Service

d. Fourth Subdivision

b. Second Subdivision

Regions

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that

this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

OPM Flysheet, GS-326, 11/90

Office Automation GEG, 11/90

Typed Name and Title of Official Taking Action

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review

Initials

Date

Initials

Date

Initials

Date

Initials

Date

Initials

Date

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

Deirdre Ange 4-28-03
Approved for Service-wide Use

Office Automation Clerk

GS-0326-04

MAJOR DUTIES

Provides office automation and clerical support duties for the supervisor and the staff of the office assigned.

Uses a personal computer or computer terminal with varied keyboard procedures to type a wide variety of materials involving different forms, formats, arrangements, preparation, and processing procedures. Office automation software includes word processing such as WordPerfect for Windows. Develops correspondence from brief instructions as to content or by adapting previously prepared material. Compiles data for preparation and typing of assigned reports, completion of forms or other materials as may relate to work request. Uses automation software to prepare spreadsheets, charts, graphs, etc. Work is usually presented in final form unless draft is specified or required by the nature/use of material. Responsibilities include selection and application of appropriate procedures, correct abbreviations, spelling, grammar, punctuation, assembly of attachments, and other related clerical processes. Proofreads work typed personally or by others. Arranges necessary reproduction.

Performs duties to maintain a smooth flow of work which may include the following: making travel arrangements, obtaining office supplies, compiling/maintaining working/reference aids or records, maintaining status records of assignments, and workload. Performs tasks involving duplication and faxing.

Files correspondence, varied reports and records, and maintains file directives, administrative and/or technical guides/references, and office materials or publications as required. Locates and assembles requested materials and carries out records disposition. Incorporates revisions and revises features according to procedures for appropriate materials. Where applicable, makes cross-references.

Reviews incoming correspondence, reports, and work requests to determine suspense requirements and proper routing from personal determinations or as otherwise indicated. Operates suspense system to monitor and control timely input and completion. Reports problems of meeting suspense requirements and requests extensions or advises of delays.

Receives visitors and telephone callers. Refers to requested person or function or determines the person appropriate to handle the contact. Provides readily known or available non-technical information, e.g., functional assignments or locations of individuals, status of suspense items, administrative procedures, etc. Takes and refers messages.

Performs other duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-3 - 350 POINTS

Knowledge of software functions to produce a wide range of documents that require complex formats, such as spreadsheets or tables within text, to edit and reformat electronic drafts, and to update or revise existing databases or spreadsheets. A qualified typist is required.

Knowledge of office automation systems to use several types of software for various office needs. Incumbent must know the processing procedures and function keys for performing a substantial range of functions within each software type.

Knowledge of organizational functions, personnel and procedures of the office to perform such duties as distribute and control mail or other materials, refer telephone calls and visitors, and provide general information.

Knowledge of grammar, spelling, capitalization, punctuation, and administrative format in order to compose and prepare correspondence for the office.

Knowledge of sufficient subject matter and processing procedures in order to locate and dispose of varied types of files.

FACTOR 2. SUPERVISORY CONTROLS - LEVEL 2-2 - 125 POINTS

The supervisor gives assignments, indicating what is to be done, quantity expected, deadlines and priorities. Work is performed as it arrives, or in accordance with established priorities and instructions. Only problem and unfamiliar situations not covered by instructions are referred to the supervisor. Supervisor assures that finished work is accurate and in compliance with instructions and established procedures.

FACTOR 3. GUIDELINES - LEVEL 3-2 - 125 POINTS

Guidelines include regulations, dictionaries, style manuals, and instructional manuals for office automation tasks and tutorials for several software packages of different types. Incumbent selects and applies detailed instructions for each office automation task or function, when available. Judgment is required because of the number and similarity of guidelines or the availability of alternative procedures for accomplishing a function such as choosing which editing procedures to use, depending on the nature and extent of the changes required.

FACTOR 4. COMPLEXITY - LEVEL 4-2 - 75 POINTS

The work involves using several types of software packages for different office needs, reviewing outgoing correspondence, providing or following up on requests for information, and assembling reports. Incumbent must recognize difference in existing procedures and applications and make choices from among established alternatives. Decisions are based on a knowledge of procedural requirements of the work coupled with an awareness of the specific functions and assignments of the staff.

FACTOR 5. SCOPE AND EFFECT - LEVEL 5-2 - 25 POINTS

The purpose of the work is to provide clerical and office automation support to facilitate work accomplishment. The work affects the accuracy, reliability of further processes, and the overall image and performance of the office.

FACTOR 6. PERSONAL CONTACTS – LEVEL 6-1

Contacts are with co-workers, telephone inquirers, workers in related support units in the Regional Office and the general public.

FACTOR 7. PURPOSE OF CONTACTS – LEVEL 7-A - 30 POINTS

Contacts are for the purpose of relaying information, receiving information and work assignments, making travel arrangements, and assisting with guidance and help on applicable procedures, and providing information to visitors.

FACTOR 8. PHYSICAL DEMANDS - LEVEL 8-1 - 5 POINTS

The work is sedentary. Some standing and carrying of light objects is required.

FACTOR 9. WORK ENVIRONMENT - LEVEL 9-1 - 5 POINTS

The work is performed in an office setting.

TOTAL POINTS – 740